Adding Products Outside of Reports

1 Introduction

Throughout the life cycle of an Award, various products may be created. These products may include: inventions, patents, books, articles, conference papers, etc. Products can be routinely added or updated in the Progress Report Task or when submitting your Renewal Proposal Products (RPP). Products can also be added or edited from the Products – List page located in the Awards Folder.

The purpose of this document is to provide step-by-step instructions for users to follow to add or edit Products from the Products List page.

2 Prerequisites

Before you can add or edit a Product outside of a report, the following criteria must be met:

- The user is registered in PAMS
- The user has peer access to an active award

Note	You cannot add/update Products in bulk from a task. If you would like to add or update Products in bulk, navigate to the Awards folder, perform any necessary bulk updates, and return to the task.

3 Viewing an Award's Products

Use the following steps to view products outside of a report.

1. Log in to the PAMS external website at: https://pamspublic.science.energy.gov

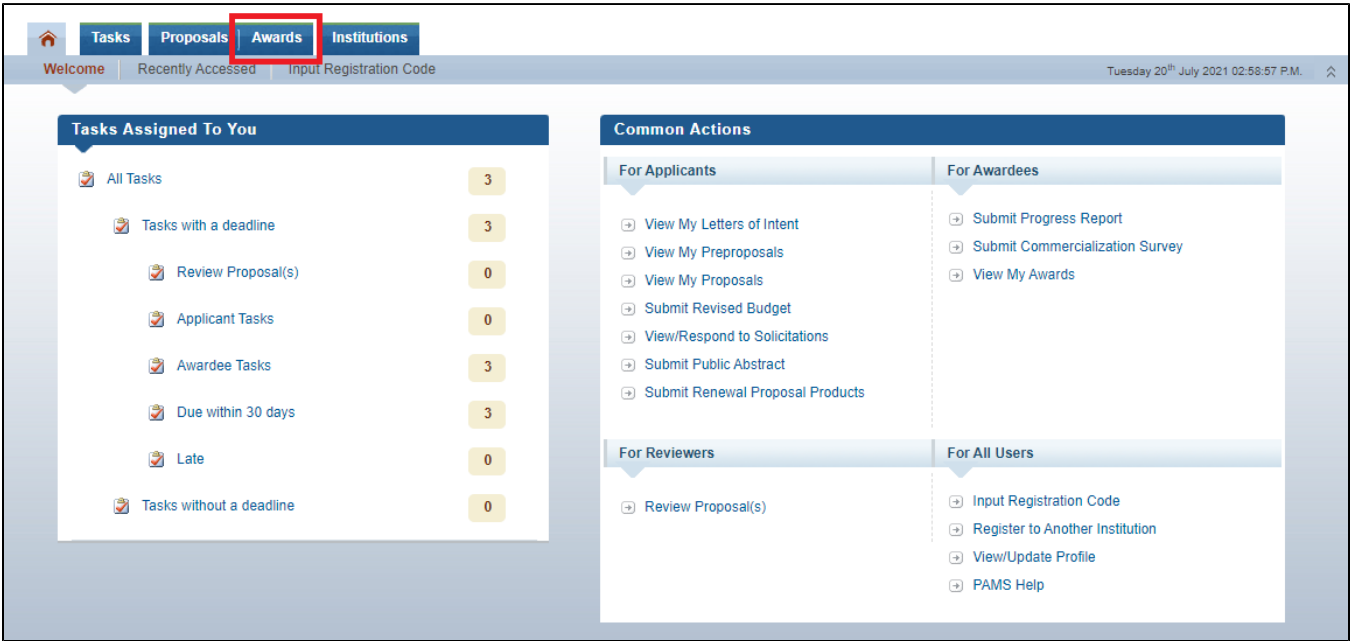2. Navigate to the **Awards** tab. (Figure 1)

Figure 1. Homepage, Awards

3. PAMS will load the My Awards – List page, which displays all the Awards you have access to in PAMS. Browse the list or use the filters or advanced search above the grid to find the Award for which you would like to view the Products. Once you have found an Award, click the **Actions/Views** context menu in the Options column and select **Award Folder**. (Figure 2)

Figure 2. Awards, Award Folder

4. PAMS will navigate to the Award Folder for that Award, which displays all the information about the Award as well as a Useful Links section. Click **View Products List** under Post Award in the Useful Links section. (Figure 3)

Figure 3. Award Folder, View Products List

5. PAMS will navigate to the Products – List page, which displays all Products associated to the Award. (Figure 4).

Figure 4. Products – List

4   Adding a New Product

There are twelve types of Products: Publication – Journal Article, Publication – Book, Publication – Book Chapter, Publication – Thesis/Dissertation, Publication – Conference Paper/Presentation, Publication – Website, Publication – Other Publication, Intellectual Property – Patent, Intellectual Property – Invention, Intellectual Property – License, Technologies or Techniques, and Other Products. Refer to the sections below to add a new Product to the Award.

4.1   Adding a New Publication - Journal Article

1. Click the **Add Product(s)** dropdown above the grid on the Products – List page and select **Publication - Journal Article**. (Figure 4)

2. Click the **Go** button to the right of the **Add Product(s)** field.

3. PAMS will navigate to the Add New Award Publication(s) page, which will display a product form specific to Journal Articles. (Figure 5)

Figure 5. Add New Award Publication(s), Journal Article

Refer to the table below for guidance on completing the required fields.

Required Fields

Element	Description
Article Title	Enter the title of the article.
Author(s)	Enter the name(s) of the author(s) of the article.
Journal	Enter the name of the journal in which the article is published or to be published.
Journal Peer Reviewed?	Select the "Yes" or "No" radio button to indicate whether the article was peer reviewed.
Publication Status	Click the dropdown and select one of the following to indicate the status of the publication: **Published**, **Awaiting Publication**, **Accepted**, **Under Review**, **Submitted**, or **Other.** If **Other**, specify in the box to the right of the dropdown.
Acknowledgement of DOE Support?	Select the "Yes" or "No" radio button to indicate whether an acknowledgement of DOE Support was provided to the publisher.

Note	You can add multiple products at a time by clicking the **Add Product** link below the Resources header. New Product sections will appear below the last Product.

4.2   Adding a New Publication – Book

1. Click the **Add Product(s)** dropdown above the grid on the Products – List page and select **Publication – Book**. (Figure 4)

2. Click the **Go** button to the right of the **Add Product(s)** field.

3. PAMS will navigate to the Add New Award Publication(s) page, which will display a Product form specific to Books. (Figure 6)

Figure 6. Add New Award Publication(s), Book

Refer to the table below for guidance on completing the required fields.

Required Fields

Element	Description
Book Title	Enter the title of the book.
Author(s)	Enter the name(s) of the author(s) of the book.
Publication Status	Click the dropdown and select one of the following to indicate the status of the publication: **Published**, **Awaiting Publication**, **Accepted**, **Under Review**, **Submitted**, or **Other**. If **Other**, specify in the box to the right of the dropdown.
Book Publisher	Enter the name of the book's publisher.
Book Peer Reviewed?	Select the "Yes" or "No" radio button to indicate whether the book was peer reviewed.
Acknowledgement of DOE Support?	Select the "Yes" or "No" radio button to indicate whether an acknowledgement of DOE Support was provided to the publisher.

4.3   Adding a New Publication – Book Chapter

1. Click the **Add Product(s)** dropdown above the grid on the Products – List page and select **Publication – Book Chapter**. (Figure 4)

2. Click the **Go** button to the right of the **Add Product(s)** field.

3. PAMS will navigate to the Add New Award Publication(s) page, which will display a Product form specific to Book Chapters. (Figure 7)

Figure 7. Add New Award Publication(s), Book Chapter

Refer to the table below for guidance on completing the required fields.

Required Fields

Element	Description
Chapter Title	Enter the title of the book chapter.

Author(s)	Enter the name(s) of the author(s) of the book chapter.
Book Title	Enter the title of the book.
Publication Status	Click the dropdown and select one of the following to indicate the status of the publication: **Published**, **Awaiting Publication**, **Accepted**, **Under Review**, **Submitted**, or **Other**. If **Other**, specify in the box to the right of the dropdown.
Book Publisher	Enter the name of the book's publisher.
Chapter Peer Reviewed?	Select the "Yes" or "No" radio button to indicate whether the chapter was peer reviewed.
Acknowledgement of DOE Support?	Select the "Yes" or "No" radio button to indicate whether an acknowledgement of DOE Support was provided to the publisher.

4.4   Adding a New Publication – Thesis/Dissertation

1. Click the **Add Product(s)** dropdown above the grid on the Products – List page and select **Publication – Thesis/Dissertation**. (Figure 4)

2. Click the **Go** button to the right of the **Add Product(s)** field.

3. PAMS will navigate to the Add New Award Publication(s) page, which will display a Product form specific to Thesis/Dissertations. (Figure 8)

Figure 8. Add New Award Publication(s), Thesis/Dissertation

Refer to the table below for guidance on completing the required fields.

Required Fields

Element	Description
Title	Enter the title of the thesis/dissertation.
Author(s)	Enter the name(s) of the author(s) of the thesis/dissertation.
Institution	Enter the name of the institution to which the thesis/dissertation was presented.

Acknowledgement of DOE Support?	Select the "Yes" or "No" radio button to indicate whether an acknowledgement of DOE Support was provided to the publisher.

4.5   Adding a New Publication – Conference Paper/Presentation

1. Click the **Add Product(s)** dropdown above the grid on the Products – List page and select **Publication – Conference Paper/Presentation**. (Figure 4)

2. Click the **Go** button to the right of the **Add Product(s)** field.

3. PAMS will navigate to the Add New Award Publication(s) page, which will display a Product form specific to Conference Paper/Presentations. (Figure 9)

Figure 9. Add New Award Publication(s), Conference Paper/Presentation

Refer to the table below for guidance on completing the required fields.

Required Fields

Element	Description
Paper Title	Enter the title of the conference paper/presentation.
Author(s)	Enter the name(s) of the author(s) of the conference paper/presentation.
Conference Name	Enter the name of the conference for which the conference paper/presentation was written.
Conference Location	Enter the city and country in which the conference was held.
Conference Date	Enter the date on which the conference began.
Publication Status	Click the dropdown and select one of the following to indicate the status of the publication: **Published**, **Awaiting Publication**, **Accepted**, **Under Review**, **Submitted**, or **Other**. If **Other**, specify in the box to the right of the dropdown.

Acknowledgement of DOE Support?	Select the "Yes" or "No" radio button to indicate whether an acknowledgement of DOE Support was provided to the publisher.

4.6   Adding a New Publication – Website

1. Click the **Add Product(s)** dropdown above the grid on the Products – List page and select **Publication – Website**. (Figure 4)

2. Click the **Go** button to the right of the **Add Product(s)** field.

3. PAMS will navigate to the Add New Award Publication(s) page, which will display a Product form specific to Websites. (Figure 10)

Figure 10. Add New Award Publication(s), Website

Refer to the table below for guidance on completing the required fields.

Required Fields

Element	Description
Title	Enter the title of the website.
URL	Enter the web address.

4.7   Adding a New Publication – Other Publication

1. Click the **Add Product(s)** dropdown above the grid on the Products – List page and select **Publication – Other Publication**. (Figure 4)

2. Click the **Go** button to the right of the **Add Product(s)** field.

3. PAMS will navigate to the Add New Award Publication(s) page, which will display a Product form specific to Other Publications. (Figure 11)

Figure 11. Add New Award Publication(s), Other Publication

Refer to the table below for guidance on completing the required fields.

Required Fields

Element	Description
Title	Enter the name of the publication.
Author(s)	Enter the name(s) of the author(s) of the publication.
Description	Enter a description of the publication.
Publication Status	Click the dropdown and select one of the following to indicate the status of the publication: **Published**, **Awaiting Publication**, **Accepted**, **Under Review**, **Submitted**, or **Other**. If **Other**, specify in the box to the right of the dropdown.
Acknowledgement of DOE Support?	Select the "Yes" or "No" radio button to indicate whether an acknowledgement of DOE Support was provided to the publisher.

4.8   Adding a New Intellectual Property - Patent

1. Click the **Add Product(s)** dropdown above the grid on the Products – List page and select **Intellectual Property - Patent**. (Figure 4)

2. Click the **Go** button to the right of the **Add Product(s)** field.

3. PAMS will navigate to the Add New Award Intellectual Properties page, which will display a Product form specific to Patents. (Figure 12)

Figure 12. Add New Award Intellectual Properties, Patent

Refer to the table below for guidance on completing the required fields.

Required Fields

Element	Description
Patent Title	Enter the name of the patent.
Patent Abstract	Enter an abstract describing the patent.
Patent Number	Enter the number of the patent.
Country/Transnational Patent Office	Use the dropdown to select the country in which the patent resides.
Application Status	Use the dropdown to select one of the following to describe the status of the patent application: **Submitted**, **Pending**, or **Granted**.

4.9   Adding a New Intellectual Property – Invention

1. Click the **Add Product(s)** dropdown above the grid on the Products – List page and select **Intellectual Property – Invention**. (Figure 4)

2. Click the **Go** button to the right of the **Add Product(s)** field.

3. PAMS will navigate to the Add New Award Intellectual Properties page, which will display a Product form specific to Inventions. (Figure 13)

Figure 13. Add New Award Intellectual Property, Invention

Refer to the table below for guidance on completing the required fields.

Required Fields

Element	Description
Invention Title	Enter the name of the invention.
Inventors	Enter the name(s) of the inventor(s).
Invention Description	Enter a description of the invention.

4.10   Adding a New Intellectual Property – License

1. Click the **Add Product(s)** dropdown above the grid on the Products – List page and select **Intellectual Property – License**. (Figure 4)

2. Click the **Go** button to the right of the **Add Product(s)** field.

3. PAMS will navigate to the Add New Award Intellectual Properties page, which will display a Product form specific to Licenses. (Figure 14)

Figure 14. Add New Award Intellectual Properties, License

Refer to the table below for guidance on completing the required fields.

Required Fields

Element	Date
License Title	Enter the name of the license.
License Status	Use the dropdown to select one of the following to describe the status of the license: **None**, **Pending**, or **Licensed**.

4.11   Adding a New Technology or Technique

1. Click the **Add Product(s)** dropdown above the grid on the Products – List page and select **Technologies or Techniques**. (Figure 4)

2. Click the **Go** button to the right of the **Add Product(s)** field.

3. PAMS will navigate to the Add New Award Technologies or Techniques page. (Figure 15)

📝 Add New Award Technologies or Techniques

You can add multiple new Technologies a new Technology or Techniques on this page. Clicking the Add Product button at the top of the page will add a new product to the (+ View More)

▶ DE-SC0000000: [Title]   Award Status: Active

▼ Resources ↗

| View |

Program Contact Info ⎪ Public Abstract

⊕ Add Product
Fields with ★ are required

| Technology or Technique   ✖ |

★ Description ⓘ   Approximately 1 page ⓘ (Max 2000 Characters without spaces): **2000** Characters left.

⊕ Add Product

| Cancel | | Save and Continue |

Figure 15. Add New Technologies or Techniques

Refer to the table below for guidance on completing the required fields.

Required Fields

Element	Description
Description	Enter the name and a description of the technology or technique produced.

4.12   Adding a New Other Product

All products that do not fall into any of the previous categories are recorded under Other Product. These products include: Audio or Video, Databases, Data and Research Material, Education Aids or Curricula, Evaluation Instruments, Instruments or Equipment, Models, Physical Collections, Protocols, Software or NetWare, Survey Instruments, and Other. Use the following steps to add an Other Product to the Award.

1. Click the **Add Product(s)** dropdown above the grid on the Products – List page and select **Other Products**. (Figure 4)

2. Click the **Go** button to the right of the **Add Product(s)** field.

3. PAMS will navigate to the Add New Other Award Product(s) page. (Figure 16)

Figure 16. Add New Other Award Product(s), Other Product

Refer to the table below for guidance on completing the required fields.

Required Fields

Element	Description
Product Type	Use the dropdown to select one of the following to describe the product type: **Audio or Video**, **Databases**, **Data and Research Material**, **Education Aids or Curricula**, **Evaluation Instruments**, **Instruments or Equipment**, **Models**, **Physical Collections**, **Protocols**, **Software or NetWare**, **Survey Instrument**, or **Other**. If **Other**, specify in the box to the right of the dropdown.
Description	Enter a description of the product and how it is being shared.

5 Saving a New Product

Use the steps below to save a new Product to the Award.

1. Once you have completed the required fields on the Product's form, click **Save and Continue** in the bottom right corner of the Product's page.

2. PAMS will return to the Products – List page and display a green success message confirming that your Product has been added successfully. (Figure 17)

Figure 17. Products – List, Success

Note	You can edit an existing Product at any time by clicking **Edit** in the **Actions/Views** menu in the Options column of the Product on the Products – List page you wish to edit. PAMS will navigate to the Product's form page, which will be populated with the Product's previously entered data. Refer to the sections above for guidance on completing the required fields for each form.

6   Updating Products in Bulk

Award Products can be updated at any time. Use the following steps to update Award Products in bulk.

1. Click the **Update Product(s)** dropdown above the grid on the Products – List page and select a Product type. (Figure 4)

2. Click the **Go** button to the right of the **Add Product(s)** field.

3. PAMS will navigate to the Update Products – List page, which displays all the information about the Award and a grid containing all the Products of the type you selected on the previous page. Browse the list or use the filters or advanced search above the grid to find the Products you would like to update. Once you have found the Products, select the checkboxes in the **Select/Unselect** column and click **Update Selected Products** in the bottom right corner of the page. (Figure 18)

Figure 18. Update Products – List, Bulk Update

4. PAMS will navigate to the appropriate Update page for the selected Product type, which lists all the Products of that type associated with the Award. (Figure 19)

Browse | Guide Me

Monday 18th October 2021 05:59:19 P.M.

ALL FUNCTIONS «

General ▲

Award Overview
Award Home
Modification History
Products

Submissions
Scheduled Progress Reports
Submitted Progress Reports
Modification Requests

Users
View List

You are here: Home » Awards » Browse » General [ ] » Products

📁 **Update Award Publication(s)**

You can update the information for an existing Publication on this page. When you are finished, click the Save and Continue button to return to the previous page. A (+ View More)

▶ **DE-SC0000000: [Title]**   **Award Status: Active**

▼ **Resources** ⤢

View

Program Contact Info | Public Abstract

Fields with ★ are required

Journal Article

Approximately 1/2 page ⓘ (Max 1000 Characters without spaces): 943 Characters left.

★ Article Title ⓘ

★ Author(s) ⓘ

★ Journal ⓘ

★ Journal Peer Reviewed? ⓘ   ○ Yes ○ No

★ Publication Status ⓘ

Volume ⓘ

Issue ⓘ

First Page Number or eLocation ID ⓘ

Publication Date ⓘ   (Valid format for the publication date is MM/DD/YYYY or MM/YYYY or YYYY.)

Publication Location ⓘ

Publication Identifier Type ⓘ (Required if the Status is Published)   ▼ If 'Other', Please specify:

Publication Identifier ⓘ (Required if the Status is Published)

★ Acknowledgement of DOE Support? ⓘ   ○ Yes ○ No

Journal Article

Approximately 1/2 page ⓘ (Max 1000 Characters without spaces): 999 Characters left.

★ Article Title ⓘ

★ Author(s) ⓘ

★ Journal ⓘ

★ Journal Peer Reviewed? ⓘ   ○ Yes ○ No

★ Publication Status ⓘ

Volume ⓘ

Issue ⓘ

First Page Number or eLocation ID ⓘ

Publication Date ⓘ   (Valid format for the publication date is MM/DD/YYYY or MM/YYYY or YYYY.)

Publication Location ⓘ

Publication Identifier Type ⓘ (Required if the Status is Published)   ▼ If 'Other', Please specify:

Publication Identifier ⓘ (Required if the Status is Published)

★ Acknowledgement of DOE Support? ⓘ   ○ Yes ○ No

Cancel   Save and Continue

Figure 19. Update Award Publication(s), Bulk Update

5. Once you are finished updating the Products, click **Save and Continue** in the bottom right corner of the page.

6. PAMS will return to the Products – List page and display a green success message confirming that the Product or Products were updated successfully. (Figure 20)
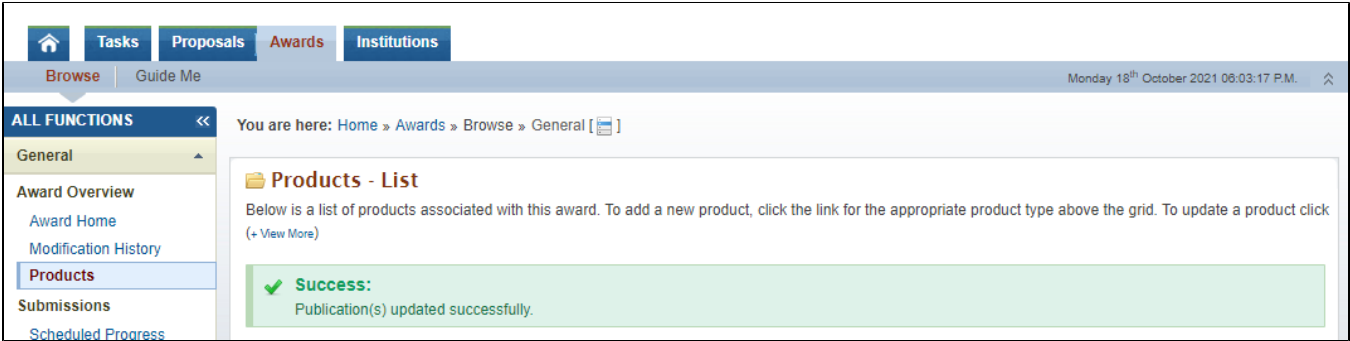

Figure 20. Products – List, Success

| Note | Products can be updated individually at any time by clicking **Update** in the **Actions/Views** menu in the Options column for that Product on the Products – List and Update Products – List pages. |